

CREATING A PASSWORD PROTECTED PDF ATTORNEY INSTRUCTIONS

Adobe Acrobat has security features for creating password protected pdfs or a security envelope for transmitting documents in the original format.

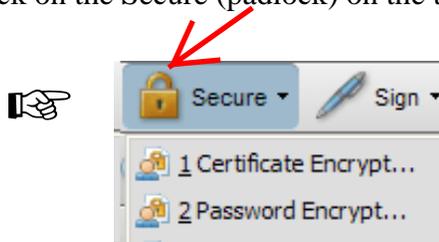
The password protected pdf feature protects the attached pdf sent in an e-mail by requiring a password before the pdf will open. The security of the pdf will need to be modified before the pdf is e-filed.

The security envelope feature is attached to an e-mail. The envelope is password protected, but the documents attached are in the original format. This allows the sender the freedom to send WP & Word documents to chambers and chambers can save them off without modifying the security of the document. The documents sent by this method do not require the removal of any password before e-filing. See instructions on creating a security envelope.

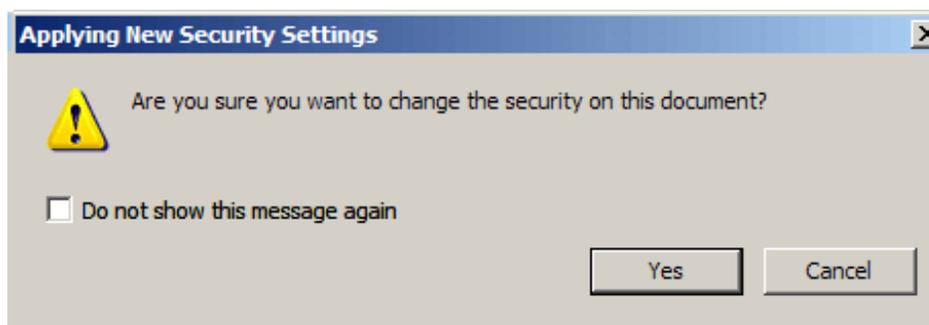
Below are instructions on how to create a password protected pdf.

To add a password to a pdf that has been created, follow these steps.

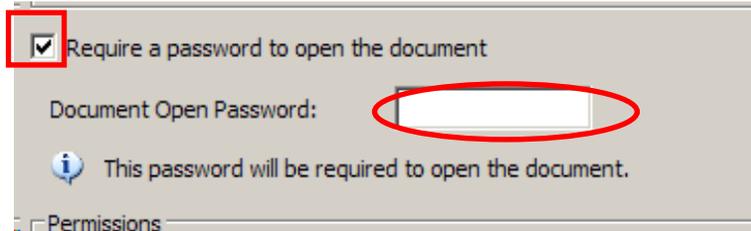
- Open the pdf
- Click on the Secure (padlock) on the toolbar and select Password Encrypt.



- A pop up box will appear with a message - Applying New Security Settings. Click on [Yes]. See below.

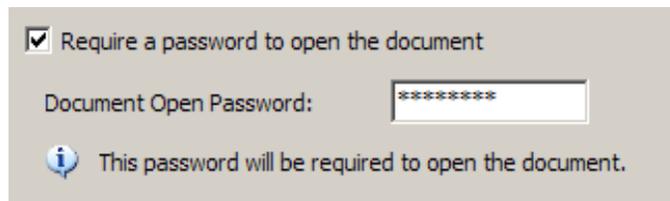


- A “Password Security - Settings” window will appear. Click on “Require a password to open the document.” The court will ask counsel to use a “universal” password entered here. Contact the clerk’s office for the password.



**ENTER PASSWORD
HERE**

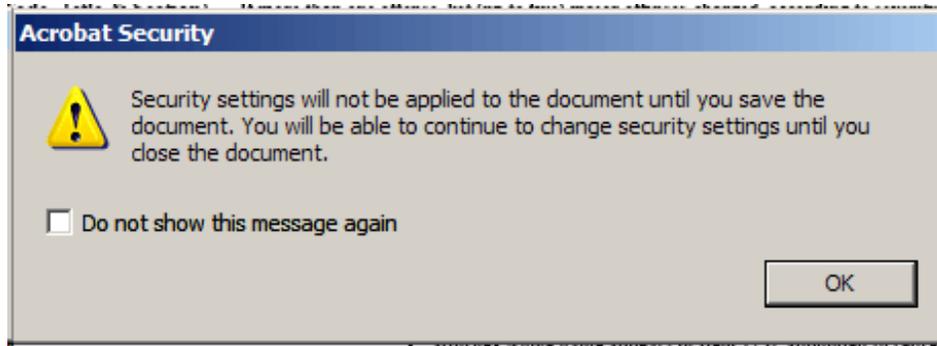
- Enter the password for the document. The password will show up as stars. See below.



- Click on [OK]
- You will then be asked to confirm the password. Retype the password then click on [OK].



- The next message warns you that the setting will not be applied until the document is saved. Click [OK].



- The pdf can now be saved and sent by e-mail. To make sure the password works before sending it out, after saving the document, open it up to verify the password is correct.
- The pdf will now have a security padlock on the left side of the document when is it opened.

